

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

**REGULAR MEETING MINUTES**  
West Haven Subcommittee of the MARB

**Meeting Date and Time:** Tuesday, February 23, 2020 10:00 AM – 12:00 PM

**Meeting Location:** This was a virtual meeting. Meeting materials may be accessed at the following website:  
<https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

**Call-In Instructions:**

Telephone Number: (860) 840-2075

Meeting ID: 974 281 751

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Thomas Hamilton, Robert White, Stephen Falcigno

**City Officials in Attendance:** Mayor Rossi, Frank Cieplinski, Superintendent Cavallaro, Matthew Cavallaro

**OPM Staff in Attendance:** Michael Milone (OPM Liaison), Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:04 AM.

II. Approval of minutes:

a. January 26, 2021

A motion to approve the minutes was made by Robert White, with a second by Mr. Hamilton. The motion passed unanimously with an abstention by Ms. Shaw.

III. Review and Discussion: FY 2022 Board of Education Recommended Budget

Superintendent Cavallaro provided an overview of the recommended budget for FY 2022. The proposed budget increases by \$1.6 million, or 1.8% over the current year budget, primarily to cover contractual salary increases for teachers. The budget relies on additional Alliance grant funding. The increase in Alliance grant funding was scaled back compared to original expectations, but has been backfilled with additional Covid related funds. No new positions have been included in the submitted budget, but some positions in social work, reading and math support, and some administrative support will be added as Covid funding comes in. Enrollment has increased slightly over last year. Previous projections were for enrollment to decline, but the pandemic has driven enrollment up due in part to closures of magnet schools in other districts, and also as a result of the new high school which is attracting students who might otherwise choose a magnet program or private school. The school was built for 1,588 student and currently has 1,669 students attending. Members discussed special education costs and excess cost reimbursements.

IV. Update: Corrective Action Plan

The City did not provide a written status update on the corrective action plan. Mr. Cieplinski said that controls have been put in place that will prevent payments on capital projects from being expensed to the wrong fiscal year. Mr. Cieplinski said that he would provide a written report on the corrective action plan by the end of the week.

V. Update: ADP Implementation

Use of the time clocks is anticipated to begin at select sites in the next week with the first check cycle on the new system the week after that. Some departments, such as police and fire, will be supplying information via a different interface until time clocks are installed. Training on the system is underway.

Mr. Cieplinski updated the Subcommittee on the results of the revaluation. The resulting Grand List exceeds the values included in the 5-Year Plan. Mr. Hamilton asked for additional information on any shift in tax burden that may have resulted from the revaluation. The requested information will be provided at a subsequent meeting.

Mr. Cieplinski also updated the Subcommittee on his research on an issue raised in the audit report regarding pension payments.

VI. Adjourn

Mr. Hamilton made a motion to adjourn with a second by Mr. Falcigno. The meeting adjourned at 11:02 AM.